

**TECHNICAL EDITOR/PLANNING TECHNICIAN  
JOB DESCRIPTION**

**TITLE:** Technical Editor/Planning Technician

**REPORTS TO:** Sr. Land Planner

**QUALIFICATIONS:**

- Highly organized, self-motivated, pleasant and a team player.
- High School diploma or GED equivalent required. Higher education desirable.
- Ability to adopt methods, techniques, and practices of data collection, record keeping and statistical reporting.
- Excellent writing skills.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate basic arithmetic, financial, and statistical computations.
- Ability to write clear, concise project narratives, correspondence, and reports.
- Organize and prioritize a variety of projects and multiple tasks simultaneously in an effective and timely manner; set priorities, and meet critical time deadlines.
- Familiar with modern office professional practices. Effectively use standard computer applications including Microsoft Word, Excel, PowerPoint, Outlook and Internet applications.
- Customer service oriented with a strong ability to work with the public, vendors, contractors and staff, in person and over the telephone.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Understand and follow oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Basic knowledge of principles and practices of land use applications and municipal entitlements in rural settings preferred.
- Basic understanding of AutoCAD a plus.

**SUMMARY**

Under general supervision, the Technical Editor/Planning Technician performs a variety of administrative and project specific duties in support of the Planning & Admin Departments, including land-use project tracking, scheduling, and assembling land use applications; provides information and assistance to staff, outside agencies, and the public. Technical Editor/Planning Technician should have excellent writing skills along with technical editing skills.

## **RESPONSIBILITIES**

The Technical Editor/Planning Technician provides administrative support to the Planning & Admin Department staff. Duties, include, but are not limited to:

- Assisting in the administration of land use processes and procedures
- Performing general research of documents and data associated land and land use projects, including recorded documents, assessor information and web-available geographic data.
- Assists with the land use application process, prepares maps, and other pertinent information; calculates related fees; processes and sets up land use files; tracks and provides updates on permits and application status.
- Field work includes pick-up and delivery of documentation and other materials, posting of signs, and visual observation and photographs.
- Coordination and scheduling of neighborhood meetings, including written notifications, and preparation of meeting notes.
- Front desk coverage including; phones, mail & shipping needs, greeting clients, setting up conference rooms for meetings.
- Performs other duties as assigned.

## **PHYSICAL DEMANDS**

Occasional lifting or moving of lightweight material, walking and standing. May be prone to sitting for extended periods of time.

## **COMPANY**

AGPROfessionals is a full-service agricultural development company that provides real estate, engineering, surveying, environmental, and land use consulting for the agriculture industry across the U.S. AGPROfessionals is growing within a fast-paced and demanding environment with changing needs and priorities.

We offer competitive wages and an excellent benefit package in a casual yet professional environment. If you are interested in joining our team, please visit our website at [www.agpros.com](http://www.agpros.com) to submit your cover letter and resume.